

# Nashville District

## Human Resources Newsletter

### "News You Can Use"

Issue 15-10-03  
15 October 2003

The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or [John.G.Restey@lrm02.usace.army.mil](mailto:John.G.Restey@lrm02.usace.army.mil).

## Upcoming Events:

### **COMBINE FEDERAL CAMPAIGN(CFC)----- 15 SEPT-31 OCTOBER 2003**

- ✓ Eastern Kentucky Area Kick Off—22 October 2003
- ✓ Nashville Area (NAS-A, CHE-L, OLD-L) Kick Off—22 October 2003
- ✓ Federal Employee Health Benefits Open Season—1- November-8 December
- ✓ TSP CATCH UP--NOW UNTIL 13 December 2003
- ✓ TSP Open Season –15 October 2003-31 December 2003

## General News:

### **It's Performance Rating Time Again**

The article attached below will provide you with information you should know about your annual performance rating and will answer questions for supervisors who rate civilian employees under the Total Army Performance evaluation System. The article also provides hotlinks to additional references. The Civilian Personnel Advisory Center is also available to answer and questions or concerns you may have. Please call if we can be of assistance.



Annual Rating.doc

## **WARNING-Bogus Website**

There is a bogus “My Pay” website designed to resemble the official website on the internet. Use caution and be sure to access only the official DFAS website <https://mypay.dfas.mil/mypay.asp>. “My Pay” is a great tool for accessing your financial information and conducting various financial transactions. If you have any questions please contact either RM or Human Resources.

## **Health and Benefits:**

### **Great Life Insurance Calculator**

Do you know the total amount of federal life insurance that you are carrying? Do you know how much it is costing you? Do you know what will happen with your coverage when you retire? You have access to this information and a lot more with the EGLI homepage in the Office of Personnel Management website: [www.opm.gov/insure/life](http://www.opm.gov/insure/life). The website has a wonderful calculator that is user friendly and gives good information without a great deal of input. If you need some help in using the calculator, just contact your Human Resources Generalist.

### **Thrift Savings Plan Open Season**

*TSP Open Season will be 15 October through 31 December 2003. During this open season your new elections will be effective 14 or 28 December 2003 or 11 January 2004 based on when you process your election.* The maximum limits on contributions are increasing during this open season to 14% for FERS employees and 9% for CSRS employees. The maximum contribution for the year 2004 is increasing to \$13,000.

During open season, you are permitted to process only one change to your TSP election. If you have created a transaction and you wish to change it, you must cancel it before it processes and create a new transaction. If your transaction has processed, you are not permitted to cancel it and create a new transaction. TSP contributions can be terminated at any time if you feel the need to stop contributing.

For more information on the open season, visit the following websites:

<https://www.abc.army.mil> or [www.tsp.gov](http://www.tsp.gov) <http://www.tsp.gov>

## **Thrift Savings Plan Catch Up Contributions Update**

During the first week that employees were able to initiate transactions to start contributing to the TSP Catch-Up, over 3,000 employees initiated their own transactions using the ABC-C systems. To start, stop or change your TSP Catch-Up election, visit the ABC-C website or use our toll-free telephone number to initiate your change.

If you are planning for 2004, the first pay period you can make your elections to be effective for pay received during 2004 is the pay period 30 November to 13 December *which will have an effective date of 14 December*. Since the pay received for that pay period is actually January 2004, *that is the earliest election that can be made for the new year*. The maximum amount of contributions for 2004 will change to \$3000.

## **Food For Thought:**

Even if you are on the right track, you'll get run over if you just sit there.